

**Town of St. Albans  
Selectboard 'Special' Meeting Minutes  
Tuesday, December 5<sup>th</sup>, 2017  
5:30 p.m.**

On Tuesday, December 5<sup>th</sup>, 2017 at 5:30 p.m., the Town of St. Albans Selectboard met at Town Hall for a 'special' budget meeting.

**Officials and staff present:** Chair, Bruce Cheeseman, Brendan Deso, Al Voegelé, Town Manager, Carrie Johnson, Town Clerk, Anna Bourdon, Public Safety Administrator and Fire Chief, Bob Cross and Director of Public Works, Alan Mashtare. Absent were Vice Chair, Sam Smith and Bill Nihan.

**Public present:** None.

Chair, B. Cheeseman called the Selectboard 'special' meeting to order at 5:35 p.m.

**Fire Department Budget**

The FY '19 budget discussion began by starting with a review of the Fire Department's budget. No changes were made to the proposed Fire Department FY '19 budget. Bob Cross reported that they are not requesting to replace any fire department trucks this year, but expect to make a request for the FY '20 budget for a quint/ladder truck.

**Parks and Recreation Budget**

Alan Mashtare then proceeded to present the Parks and Recreation budget. Starting with the salary line, he requested additional staff to provide more coverage at the Bay Park. After some discussion, the Board agreed to adding one seasonal job and suggested adding an additional part-time person; adding \$1,000 to the salary line. It was also suggested to raise the level of the supply line and revise the line description to include marketing; to enable A. Mashtare to buy flags, lights and seasonal decorations.

The Park and Recreation fee arrangement with the City of St. Albans is up for renewal and the Board supported renewing this contract on an annual basis as the program has been working well. A. Mashtare has made numerous ADA upgrades this season and proposes to build a pavilion at Cohen Park with funds from FY '18 and proposed FY '19 budgets. The Board supported this project.

**Department of Public Works Budget**

A. Mashtare then moved to the Department of Public Works (DPW) budget. Salaries were discussed and A. Mashtare requested adding one full time person to DPW to enhance the current plowing routes and to backfill for vacations and time off in the summer months. This concept was supported by the Board and C. Johnson will increase the uniform line \$600. DPW grant expense is the line used to pay for the Town match required for all grants and the Board approved increasing that to \$20,000, noting that if the Town does not get all the pending grants, this line will go unspent.

**Capital Plan and Equipment Purchases**

A. Mashtare then reviewed the Capital Plan and equipment purchases for DPW. A. Mashtare would like to replace the Tandem truck using the \$100,000 of previously collected funds. Tandem/Mack estimated the cost is \$185,000. A. Mashtare and C. Johnson proposed to not restrict the DPW funds to allow more strategic purchases and encourage cost saving with new equipment purchases. These items will need to be ballot questions. DPW would also like to replace the F-550 that is currently driven by DPW employee, Seth Gates. The Town has the replacement funds for this equipment and A. Mashtare was given the authority to put that purchase out to bid.

**Park and Recreation Equipment**

A. Mashtare then discussed replacing Park and Recreation equipment, specifically the zero turn lawn mower and the lawn tractor. The Board supports using previously collected DPW funds and impact fees for this purchase. A. Mashtare will go out to bid soon to see if we can get any deals on 2017 close outs.

**Recess of Meeting**

**MOTION: B. Deso made a motion to recess the Selectboard budget meeting at 7:35 p.m. to reconvene on Monday, December 11<sup>th</sup>, 2017 at 5:30 p.m. in the boardroom. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Carrie H. Johnson